

# CITY OF OPA-LOCKA



**ITB: 26-0219200**  
**Invitation to Bid (ITB)**  
**Historic City Hall Management, Operation, and**  
**Maintenance Services**

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## ADVERTISEMENT



**ITB 26-0219200**

The sealed proposal for Historic City Hall Management, Operation and Maintenance Services for the City of Opa-locka must be received at the City Clerk's Office on **February 19, 2026, by 2:00 p.m.**  
**Proposals may be submitted via one of two methods:**

1. Electronic Submission via DemandStar: Proposals may be submitted through [www.demandstar.com](http://www.demandstar.com) (e-bid) by 2:00 p.m. ET on the designated due date. The City strongly prefers and encourages electronic submissions.
2. Submission via Postal Mail: Sealed proposals may be submitted via mail to the address below by 2:00 p.m. ET on the due date. Any Invitation of Bid (ITB) package that arrives after the specified closing time will be returned unopened.

### **Instructions for Postal Mail Submission:**

Please submit one (1) original proposal, six (6) copies, and one copy of the proposal package on a USB flash drive in PDF format. All materials should be enclosed in sealed envelopes or packages. The envelopes or packages must be addressed to the City Clerk's Office, City of Opa-locka, Florida, and marked as follows: ITB 26-0219200 Historic City Hall Management, Operations, and Maintenance Services.

### **Mailing Address:**

City of Opa-locka  
Office of the City Clerk  
780 Fisherman Street, 4th Floor  
Opa-locka, Florida 33054

Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at [www.opalockafl.gov](http://www.opalockafl.gov) or [www.demandstar.com](http://www.demandstar.com). The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that Proposer(s) whose proposal best complies with the **ITB NO: 26-0219200** requirements.

**A Site Visit Walkthrough** is scheduled for Tuesday, January 27, 2026, at 12:00 PM (noon). The meeting will take place at Opa-locka Historic City Hall, which is located at 777 Sharazad Blvd, Opa Locka, FL 33054. Email Jay Bergel at [jbergel@opalockafl.gov](mailto:jbergel@opalockafl.gov) for further information and assistance.

Joanna Flores  
City Clerk

PART I  
PROPOSAL GUIDELINES

1-1. Introduction: The City of Opa-locka is seeking proposals from experienced and qualified firms or individuals for professional Historic City Hall Management, Operation and Maintenance Services.

1-2. Proposal Submission and Withdrawal: The City of Opa-locka will be accepting proposals by mail; however, it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via [www.demandstar.com](http://www.demandstar.com) (e-bid). The City must receive all the proposals by 2:00 pm (ET) on 02/19/26. The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA  
Office of the City Clerk  
780 Fisherman Street, 4<sup>th</sup> Floor  
Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows: ITB 26-0219200 – **Historic City Hall Management, Operation and Maintenance Services**. This package shall also include the Proposer's return address.

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 30 days. Once opened, proposals become a record of the City and will not be returned to the Proposer.

The City cautions Proposers to ensure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4<sup>th</sup> Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611, Option 1, before the proposal closing time. Any proposal received after the established deadline will not be considered and will be returned unopened to the Proposer(s).

1-3. Number of Copies: Proposers shall submit an original and six (6) copies (a total of 7) plus one copy on USB Flash Drive in PDF format of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail, or any other mode of delivery.

1-4. Development Costs: Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this Request for Qualifications. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1-5. Inquiries: The City Clerk and or the Procurement Officer will receive written requests for clarification concerning the meaning or interpretations of the RFP. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee other than the City's Purchasing Officer is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1-6. Addenda: The City may record its response to inquiries and any supplemental instructions in the form of a written addenda. The City may post addenda on the City's website up to five (5) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City's Purchasing Officer through written communication prior to the opening of the proposals.

1-7. Contract Awards: The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Bidder understands that this ITB does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed and evaluated by appointed staff, the best proposal has been identified, approved by the appropriate level of authority within the City and executed by all parties. The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1-8. Contractual Agreement: This ITB and Bidder proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. All legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.

1-9. Selection Process: The proposals will be evaluated and assigned points. The Proposer with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

1-10. Public Records: Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in response to the RFP and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined during normal working hours.

1-11. News Releases: The Proposer shall obtain the prior approval of the City Manager's Office for all news releases or other publicity pertaining to this RFP or the service, study, or project to which it relates.

1-12. Insurance: The awarded Proposer(s) shall maintain insurance coverage. In the event the Proposer is a governmental entity or self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1-13. Licenses: Proposers, both corporate and individual, must be fully licensed and certified to operate in the State of Florida at the time of submittal. The proposal of any Proposer which does not meet these criteria shall be rejected.

1-14. Public Entity Crimes: Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of people and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1-15. Code Of Ethics: If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka, Miami-Dade County or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from submitting any future proposals for work, goods, or services for the City of Opa-locka.

1-16. Drug-Free Workplace: Preference shall be given to Proposers with Drug-Free Workplace (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a Proposer that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1-17. Permits and Taxes: The Proposer shall procure all permits, pay all charges, fees, and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

1-18. Protests: Protests of the plans, specifications, and other requirements of the Request for Proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days after the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1-19. Termination for Convenience: A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be initiated by the delivery to the contractor at least five (5) working days before the effective date of the Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment to the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

1-20. Cone of Silence: This solicitation is subject to a Cone of Silence pursuant to Section 2-320.2 of the City of Opa-locka's Code of Ordinances. A cone of silence shall be applicable to all City staff, the Mayor and City Commission and its staff, the City Attorney and his/ her staff, the City Clerk and his/ her staff regarding any communication relating to requests for proposal (RFP), requests for qualification (RFQ), invitations to bid (ITB), request for letters of interest (RFLI), or any other advertised solicitations for the provision of goods and services, professional services, and public works or improvements.

## CALENDAR EVENTS

EVENT	DATE/LOCATION
Release Date	01/13/26
Pre-Bid (site visit)	01/27/26
Written Questions Due	02/03/26 @ 5:00pm Email questions to <a href="mailto:jbergel@opalockafl.gov">jbergel@opalockafl.gov</a> With Subject line "RFP No: Bid Questions"
Response to Questions	02/10/26 @ 5:00pm (ET)
Due Date/Bid Opening	02/19/26 @ 2:00 pm (ET)
Evaluation Committee Meeting	TBA
Award Recommendation	TBA
Commission Approval	TBA
Post Award	TBA

## PART II NATURE OF SERVICES REQUIRED

### 1. Purpose

The City of Opa-locka seeks competitive bids from qualified and experienced firms, organizations, or entities to **manage, operate, and maintain** the **Historic City Hall**, a City-owned landmark listed as a historically protected property.

The intent of this solicitation is to select a single **Operator** that will assume **full financial responsibility** for all activities, operations, programming, maintenance, staffing, utilities, and improvements associated with the facility.

The City will **not provide any funding, subsidy, or reimbursement**.

In return, the Operator shall remit to the City a negotiated **percentage of gross revenues** generated from the facility's operations.

The Operator must preserve the building's architectural integrity, ensure ongoing public access, and operate the property in a manner that contributes positively to the community, cultural identity, and economic vitality of Opa-locka.

### 2. Scope of Services

The selected Operator shall be responsible for all day-to-day, long-term, and financial aspects of Historic City Hall as outlined below.

#### A. Comprehensive Facility Management & Operations General Operations

Manage all internal and external operations of Historic City Hall, including but not limited to: visitor services, staffing, scheduling, tenant coordination, event management, and public engagement.

Maintain consistent public operating hours approved by the City.

Implement ticketing, rental, or revenue systems as appropriate; all systems are subject to

City audit.

### **Programming & Use**

Operate the facility as a multi-purpose civic and cultural space that may include:

- Museum and exhibit areas;
- Gift shop featuring locally made or historically themed items;
- Moorish-themed mobile or stationary coffee/tea shop orcafé;
- Event and meeting spaces for public or private use;
- Educational, cultural, or tourism-related programming consistent with the building's historic nature.
- Submit an annual calendar of programs and events for City review and coordination with official City functions.

### **City Priority Use**

Reserve pre-approved "City block-out dates" for municipal functions. Coordinate with the City Manager's Office to avoid scheduling conflicts.

## **B. Maintenance, Custodial & Preservation Responsibilities Preventive & Routine Maintenance**

Provide all preventive, corrective, and emergency maintenance services for building systems including structural, electrical, mechanical, plumbing, fire safety, elevators, and HVAC.

Maintain an annual maintenance schedule with documented inspections and service logs.

### **Custodial & Groundskeeping**

Perform daily janitorial cleaning of all interior spaces and restrooms. Maintain exterior landscaping, walkways, and lighting.

Remove waste and recycling per City standards.

### **Historic Preservation Compliance**

Conduct all repairs and modifications in accordance with the **Secretary of the Interior's Standards for the Treatment of Historic Properties** and any applicable State Historic Preservation Office (SHPO) or grant conditions.

Obtain written City approval prior to any alteration, improvement, or addition. Preserve all architectural features and finishes of historic significance.

### **Equipment & Systems**

Maintain and replace, at Operator's expense, all equipment, furnishings, fixtures, and systems necessary for operations.

Provide warranties, service records, and proof of compliance upon City requests.

## **C. Financial, Staffing & Reporting Obligations Financial Responsibility**

The Operator shall bear 100 percent of all operational, maintenance, and improvement costs, including utilities, insurance, taxes (if any), permits, staffing, and materials.

### **No City funds shall be used for any purpose related to this agreement. Revenue-Sharing**

- The Operator shall remit to the City a **percentage of gross revenues** from all activities (admissions, rentals, concessions, retail, events, etc.).
- The minimum acceptable percentage shall be established in the bid documents; bidders may propose higher rates.

**Payments shall be made monthly with accompanying revenue statements.**

### **Financial Reporting**

Submit to the City:

- Monthly gross revenue statements;

- Quarterly financial summaries; and
- Annual audited financial statements prepared by a licensed CPA.

#### **Staffing**

- Employ sufficient qualified personnel to manage, maintain, and secure the facility.
- Provide employee background checks, uniforms, and customer-service training.
- Ensure all staff comply with City rules and safety regulations.

### **D. Safety, Security & Risk Management**

- Implement and maintain a building security program including alarms, surveillance, and access control.
- Develop and maintain an emergency preparedness and evacuation plan consistent with City standards.
- Coordinate with Opa-locka Police and Miami-Dade County Fire Departments for incident response protocols.
- Maintain all required insurance policies and name the City of Opa-locka as Additional Insured.
- Indemnify and hold harmless the City, its officials, and employees against any claims or liabilities arising from the Operator's activities or negligence.

### **E. Public Access & Community Engagement**

Maintain the building as a publicly accessible civic asset with inclusive programming.

Ensure ADA accessibility and compliance with all applicable codes.

Encourage local partnerships, educational collaborations, and community volunteer opportunities.

Ensure pricing for events or rentals remains reasonable and approved by the City Manager's Office.

### **F. Capital Improvements & Alterations**

- Any capital improvements, build-outs, or installations must receive prior written City approval and appropriate permits.
- All improvements become the **property of the City** upon installation, without cost to the City, unless otherwise specified.
- The Operator may not mortgage, lease, or assign any interest in the property without City Commission approval.

### **G. Reporting & Performance Monitoring**

- Submit monthly operational reports summarizing activities, maintenance actions, attendance, and revenues.
- Participate in annual performance evaluations conducted by the City.
- The City reserves inspection rights at any time and may require corrective actions for non-compliance.

## **3. Term of Agreement**

- Initial term: **Three (3) years**, with **two (2)** year optional renewals upon satisfactory performance and City Commission approval.
- Either party may terminate for cause or default pursuant to contract terms.

## **4. Compensation and Revenue Structure Key Notes to Proposers:**

- The Operator shall remit to the City a percentage of gross revenues generated from all operations, rentals, and concessions.
- The City Commission shall establish the minimum percentage and may be **adjusted or negotiated in the City's best financial interest** prior to award.
- Final terms will be presented to and approved by the City Commission before

execution.

- All payments shall include monthly revenue statements.

### **Revenue Sharing Model**

The selected Operator shall retain revenues generated from all activities conducted within the Historic City Hall facility, including but not limited to rentals, concessions, admissions, retail, events, or ancillary operations. In exchange, the Operator shall remit to the City a **percentage of the total gross revenues** on a monthly basis.

### **Establishment of Minimum Percentage**

A **minimum percentage of gross revenues payable to the City** shall be **determined and established by the City Commission**, based on market feasibility and the City's long-term financial and preservation interests.

This percentage shall serve as the baseline threshold for all responsive bids.

The City reserves the right to negotiate a **higher percentage or additional revenue-sharing terms** prior to contract award to ensure that the final agreement is in the **City's best financial interest**. Final terms of compensation and revenue distribution shall be **presented to and approved by the City Commission** before execution of the agreement.

### **Remittance and Reporting**

Payments shall be made monthly, no later than the 15th day following the close of each month. Each remittance shall include a statement of gross revenues, itemized by category of income.

The Operator shall provide annual audited financial statements and any supporting documentation requested by the City.

### **Financial Responsibility**

The Operator shall be solely responsible for all costs of management, maintenance, staffing, operations, taxes, utilities, insurance, and capital improvements.

No City funds, subsidies, or reimbursements shall be provided for any portion of the operation, maintenance, or improvement of the facility.

### **Non-Responsibility Clause**

The City of Opa-locka shall **not** be liable for any debts, obligations, or investments made by the Operator. All improvements and equipment installed during the contract term shall become property of the City upon completion or installation unless otherwise specified in writing and approved by the City Commission.

### **City Oversight and Rights**

- The City retains ownership of Historic City Hall and all permanent improvements.
- The City reserves full inspection rights and may mandate corrective actions.
- The City reserves the right to approve:
- Programming and events inconsistent with civic image or historic character;
- Sub-leases or third-party vendor agreements;
- Branding, signage, and sponsorships within the premises.
- The City may terminate the agreement for failure to maintain, report, or remit revenues as required.

### **5. Non-Responsibility Clause**

- The City of Opa-locka shall not be liable for any cost, debt, investment, or obligation incurred by the Operator.
- All improvements, leases, and financial commitments made by the Operator are at its

sole cost and risk.

- The Operator waives any claim for reimbursement or compensation from the City.

## 6. Recommended Bid Attachments (Summary List)

- Proposed percentage of gross revenue payable to the City.
- Five-year operating and maintenance plan.
- Projected profit-and-loss statement.
- Proof of financial capacity (bank letter, audited statements).
- Evidence of experience managing comparable historic or municipal facilities.
- Proposed event, retail, and café concepts.
- Proof of required licenses and insurance.

## 7. Insurance and Indemnification Requirements

The Operator shall, at its sole cost and expense, procure and maintain for the duration of the Agreement the following insurance coverage and limits. All insurance shall be issued by companies authorized to conduct business in the State of Florida, rated **A- or higher by A.M. Best**, and acceptable to the City's Risk Management Division.

### Required Coverages and Minimum Limits

Type of Coverage	Minimum Coverage Limits	Key Requirements / Notes
1. Commercial General Liability (CGL)	<ul style="list-style-type: none"><li>• \$1,000,000 per occurrence</li><li>• \$2,000,000 aggregate</li></ul>	Must include coverage for bodily injury, property damage, personal injury, contractual liability, products/completed operations, and independent contractors. Policy must name City of Opa-locka as Additional Insured on a primary and non-contributory basis.
2. Commercial Property / Contents Coverage	Full replacement value of all Operator-owned equipment, furnishings, inventory, and improvements	Covers damage or loss to any personal property, trade fixtures, or equipment owned or leased by the Operator. The City's property is covered under its own insurance; however, the Operator must provide proof of property protection for its contents and assets.
3. Workers' Compensation	Statutory limits per Florida law	Required if the Operator has employees working on site. Must include Employer's Liability coverage with minimum limits of \$500,000 each accident / \$500,000 disease policy limit / \$500,000 disease each employee.

Type of Coverage	Minimum Coverage Limits	Key Requirements / Notes
4. Business Automobile Liability	<ul style="list-style-type: none"> <li>• \$1,000,000 combined single limit</li> </ul>	Covers all owned, hired, or non-owned vehicles used in connection with operations at Historic City Hall.
5. Liquor Liability (if applicable)	<ul style="list-style-type: none"> <li>• \$1,000,000 per occurrence</li> </ul>	Required if alcohol will be sold, served, or distributed during events, rentals, or café operations.
6. Umbrella / Excess Liability	<ul style="list-style-type: none"> <li>• \$2,000,000 minimum</li> </ul>	Provides coverage in excess of CGL, Auto, and Employer's Liability.
7. Professional Liability (if applicable)	<ul style="list-style-type: none"> <li>• \$1,000,000 per claim / \$1,000,000 aggregate</li> </ul>	Required if the Operator employs or subcontracts professional design, engineering, or consulting services related to the facility's operation.
8. Cyber Liability (recommended)	<ul style="list-style-type: none"> <li>• \$1,000,000 per occurrence</li> </ul>	Required if the Operator collects or processes customer data or electronic payments on City premises.
9. Tenant's Legal Liability / Fire Legal Liability	<ul style="list-style-type: none"> <li>• \$100,000 minimum</li> </ul>	Covers damage caused by the Operator's negligence to the City's structure or property.

## B. Certificates of Insurance

Prior to commencement of operations, the Operator shall furnish to the City **Certificates of Insurance (COI)** evidencing all required coverages and endorsements.

Each certificate shall clearly list:

The name and address of the insured entity;

Policy numbers, coverage types, and effective/expiration dates;

The **City of Opa-locka, 780 Fisherman Street, Opa-locka, FL 33054** as *Certificate Holder* and *Additional Insured*; and A clause stating that no cancellation or material change shall occur without 60 days' prior written notice to the City.

### **C. Waiver of Subrogation**

All policies shall include a **waiver of subrogation** in favor of the City of Opa-locka for any claims arising from the Operator's activities or negligence.

### **D. Deductibles and Self-Insured Retention**

Any deductibles or self-insured retentions must be disclosed in the bid and are the sole responsibility of the Operator. The City reserves the right to require the Operator to reduce or eliminate such deductibles as a condition of contract award.

### **E. Subcontractors**

The Operator shall ensure that any subcontractors engaged in the performance of services maintain insurance coverage consistent with these requirements. The Operator is solely responsible for verifying and maintaining proof of subcontractor compliance.

### **F. Indemnification**

The Operator shall indemnify, defend, and hold harmless the **City of Opa-locka, its elected officials, officers, employees, and agents** from and against any and all claims, damages, losses, liabilities, or expenses (including attorney's fees) arising out of or related to:

The performance of this Agreement;

The use, management, or operation of Historic City Hall; or

Any act or omission of the Operator or its employees, agents, contractors, or invitees. This obligation shall survive the expiration or termination of the Agreement.

### **G. Right to Review**

The City reserves the right to periodically review, modify, or require higher limits or additional coverages during the term of the Agreement if deemed necessary based on changing operations or risk exposure.

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## **8. Evaluation and Award Criteria**

Bids submitted under this Invitation to Bid will be evaluated to determine the **most responsive and responsible bidder** offering the **best financial and operational proposal** to the City of Opa-locka, consistent with the City's interests and the terms outlined in this solicitation.

All bids will first be reviewed for **completeness and responsiveness**. Only bids meeting all mandatory submission and qualification requirements will be considered for scoring.

<b>Evaluation Category</b>	<b>Description of Evaluation Factors</b>	<b>Percentage</b>
1. Financial Return to the City	Percentage of gross revenues proposed to be paid to the City. A minimum percentage will be established and approved by the City Commission, and the City reserves the right to negotiate higher percentages in the City's best financial interest prior to award.	25%
2. Financial Capacity and Stability	Demonstrated financial ability to fully fund operations, maintenance, staffing, and improvements without City subsidy. Includes financial statements, bank letters, and proof of liquidity.	30%
3. Relevant Experience and Qualifications	Prior experience operating and maintaining historic, municipal, or multi-use facilities. Includes references for comparable projects and qualifications of key personnel.	20%
4. Operations and Maintenance Plan	Quality and completeness of the proposed plan for day-to-day operations, maintenance schedules, staffing, security, and preservation compliance.	15%
5. Compliance and Presentation	Completeness of the bid package, adherence to submission requirements, quality of presentation, and inclusion of all required forms, licenses, and insurance certificates.	10%
<b>TOTAL</b>		<b>100%</b>

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## APPENDIX B – REFERENCE INFORMATION: MINIMUM MAINTENANCE COSTS

The following information is provided **solely for reference purposes** to assist prospective bidders in preparing realistic and responsible management plans for the Historic City Hall facility. These figures represent **minimum estimated annual costs** associated with essential building and grounds upkeep for a historic municipal property of similar scale in South Florida. All costs shall be borne **entirely by the Operator**.

Category	Minimum Estimated Annual Cost (USD)	Description
Groundskeeping and Exterior Upkeep	\$10,000	Routine mowing, trimming, edging, irrigation, and cleaning of exterior walkways and landscaped areas surrounding the Historic City Hall.
Preventive Maintenance (Building Systems)	\$45,000	Scheduled inspections and servicing of mechanical, electrical, plumbing, HVAC, and other building systems to maintain functionality and compliance with preservation standards.
Minor Repairs and Material Replacement	\$8,000	Basic repairs, touch-ups, and replacement of small fixtures or finishes as needed to preserve the building's integrity.
Total Minimum Annual Maintenance Reference	\$63,000	<i>Indicative baseline for annual upkeep; actual costs may vary.</i>

### Disclaimer

- The City of Opa-locka assumes **no financial responsibility** for any maintenance, operational, or capital expenses incurred by the Operator.
- These figures are provided **for informational reference only** and are **not reimbursable or guaranteed** by the City.
- The Operator shall remain **fully responsible** for all costs required to maintain the facility in safe, operable, and historically compliant condition throughout the term of the agreement.

### Key Notes to Proposers

- These estimates are intended **only to guide budget planning** and do not reflect actual or required expenditures.
- Operators are expected to perform their own due diligence to determine the appropriate level of maintenance investment.
- The City will **not** subsidize or offset any costs associated with operations or maintenance.
- Bidders should ensure that proposed management and revenue-sharing models account for **full cost recovery** and ongoing preservation compliance.

## **TERMS AND PERFORMANCE REVIEWS**

The Agreement shall begin upon the City's final execution. The initial term will last for three (3) years, followed by two (2) one (1)-year renewal options based on performance.

### **Performance Review:**

Performance will be reviewed annually based on key performance indicators, including facility maintenance, financial management, and public engagement metrics. Failure to comply with the agreement terms may result in termination.

**PART III**  
**PROPOSAL REQUIREMENTS**

**3-1 RULES FOR PROPOSALS**

The purpose of this response is to showcase the qualifications, competence, and capacity of the firm seeking to provide the services outlined in this ITB. Therefore, the qualifications will be prioritized over the presentation style. The technical response should demonstrate the qualifications of the individual or firm and the staff assigned to this project. Please include as much information as possible regarding qualifications and experience.

**MINIMUM REQUIREMENTS**

Interested proposers must submit a detailed proposal including:

- Organizational background and experience managing similar historic or public facilities.
- Operational plan for managing the facility, including staffing and programming.
- Maintenance plan and strategy for preserving the building's historic integrity.
- Proposed financial model, including projected revenue and expenses.
- Community engagement and programming approach.
- Compliance strategy for state and federal historic preservation requirements.

The proposal shall be submitted on 8 ½ “x 11” paper, portrait orientation, with headings and sections numbered appropriately. Ensure that all information is written legibly or typed. The following should be submitted for a proposal for firm to be considered:

**3.2.1 Cover Page** - Show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the proposal number and description.

**3.2.2 Tab 1 - Table of Contents**

Include a clear identification of the material by section and by page number.

**3.2.3 Tab 2 - Letter of Transmittal**

- 3.2.3.1 Limit to no more than two pages.
- 3.2.3.2 Briefly state the Proposers understanding of the work to be done
- 3.2.3.3 Give the names of the people authorized to make representations for the Proposer, their titles, addresses and telephone numbers.
- 3.2.3.4 Provide an official signature from a Corporate Officer certifying the contents of the Proposer's responses to the City's ITB.

**3.2.4 Tab 3 - General Information**

- 3.2.4.1 Name of Business.
- 3.2.4.2 Mailing Address and Phone Number.
- 3.2.4.3 Names and contact information of people to be contacted for information or services if different from name of the person in charge.
- 3.2.4.4 Normal business hours.
- 3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).
- 3.2.4.6 Give the date business was organized and/or incorporated
- 3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.

3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.

3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

**3.2.5 Tab 5 – Experience and Qualifications**

3.2.5.1 Specify the number of years the Proposer has been in business.

3.2.5.2 Identify the Proposer's qualifications to perform the services identified in this ITB as listed in section 2-2 of the Scope of Services.

**3.2.6 Tab 8 – References (Client Reference Form)**

Minimum of at least three organizations, preferably governmental agencies, for which Historic City Hall Management, Maintenance, and Operation Services have been provided in the past five years. Include the name of the organization, a description of the services, the length of the engagement, and name of contact person, including telephone number and email address.

**3.2.7 Tab 9 – Additional Forms**

Proposers must compete and submit as part of its Proposal all the following forms and/or documents:

- Proposer Qualifications
- Certification Regarding Debarment and Suspension
- Drug Free Workplace Certification
- Non-Collusion Affidavit
- Non-Discrimination Affidavit
- E-Verify Form
- Anti-Kickback Affidavit
- Client Reference Form

**FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY THE PROPOSER.**

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**PART IV**  
**EVALUATION OF PROPOSALS**

Bids submitted under this Invitation to Bid will be evaluated to determine the **most responsive and responsible bidder** offering the **best financial and operational proposal** to the City of Opa-locka, consistent with the City's interests and the terms outlined in this solicitation.

All bids will first be reviewed for **completeness and responsiveness**. Only bids meeting all mandatory submission and qualification requirements will be considered for scoring.

<b>Evaluation Category</b>	<b>Description of Evaluation Factors</b>	<b>Percentage</b>
1. Financial Return to the City	Percentage of gross revenue proposed to be paid to the City. A minimum percentage will be established and approved by the City Commission, and the City reserves the right to negotiate higher percentages in the City's best financial interest prior to award.	25%
2. Financial Capacity and Stability	Demonstrated financial ability to fully fund operations, maintenance, staffing, and improvements without City subsidy. Includes financial statements, bank letters, and proof of liquidity.	30%
3. Relevant Experience and Qualifications	Prior experience operating and maintaining historic, municipal, or multi-use facilities. Includes references for comparable projects and qualifications of key personnel.	20%
4. Operations and Maintenance Plan	Quality and completeness of the proposed plan for day-to-day operations, maintenance schedules, staffing, security, and preservation compliance.	15%
5. Compliance and Presentation	Completeness of the bid package, adherence to submission requirements, quality of presentation, and inclusion of all required forms, licenses, and insurance certificates.	10%
<b>TOTAL</b>		<b>100%</b>

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## **FINAL SELECTION**

The City of Opa-locka will select a firm or multiple firms that meet the City's best interests. The City shall solely judge its best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final. Following the notification of the selected firm, an agreement is expected to be reached between both parties. The City staff will recommend the proposer with the most responsive and responsible bid, whose proposal is deemed to offer the best overall value for the City, based on the evaluation factors in this ITB.

## **AWARD AND CONTRACT EXECUTION**

The City Manager will receive the recommendation for submission to the City Commission for final approval. Upon Commission authorization, contract negotiations will be initiated with the selected firm.

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## PROPOSER QUALIFICATIONS

The Proposer, in conjunction with this proposal, must hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information must be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:

Date of Incorporation: \_\_\_\_\_ State in which Incorporated: \_\_\_\_\_

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: \_\_\_\_\_

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6. The length of time in business: \_\_\_\_\_ years

7. The length of time (continuous) in business as a service organization in Florida:  
\_\_\_\_\_ years

8. A copy of County and/or Municipal Occupational License(s)

*Note: Information requested herein and submitted by the Proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to ensure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

**CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION PROPOSED DEBARMENT AND OTHER  
MATTERS OF RESPONSIBILITY**

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:
  - A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
  - B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
  - C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.
2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, County, State, Federal, or other agency.
  - A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.
  - B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  - C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.
  - D. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph 1(a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

## DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by \_\_\_\_\_ the  
(Name)  
of \_\_\_\_\_  
(Title/Position) \_\_\_\_\_ (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**NON-COLLUSION AFFIDAVIT**  
**STATE OF FLORIDA - COUNTY OF MIAMI DADE**

- (1) He/She/They is/are the \_\_\_\_\_  
(Owner, Partner, Officer, Representative or Agent) of  
the PROPOSER that has submitted the attached  
Proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the  
attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said PROPOSER nor any of its officers, partners, owners, agents,  
representatives, employees or parties in interest, including this affiant, have in any way  
colluded, conspired, connived or agreed, directly or indirectly, with any other PROPOSER,  
firm, or person to submit a collusive or sham Proposal in connection with the Work for  
which the attached Proposal has been submitted; or to refrain from Proposing in  
connection with such Work; or have in any manner, directly or indirectly, sought by  
agreement or collusion, or communication, or conference with any PROPOSER, firm, or  
person to fix any overhead, profit, or cost elements of the Proposal or of any other  
PROPOSER, or to fix any overhead, profit, or cost elements of the Proposed Price or the  
Proposed Price of any other PROPOSER, or to secure through any collusion, conspiracy,  
connivance, or unlawful agreement any advantage against (Recipient), or any person  
interested in the proposed Work;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not  
tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of  
the PROPOSER or any other of its agents, representatives, owners, employees or parties  
of interest, including this affiant.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name and Title

## NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: \_\_\_\_\_

Title: \_\_\_\_\_

State of Florida      County of \_\_\_\_\_

The foregoing instrument was acknowledged before me via  physical presence OR  online notarizations this \_\_\_\_\_ day of \_\_\_\_\_, 2026

By \_\_\_\_\_

Personally known \_\_\_\_\_ OR produced identification \_\_\_\_\_

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Notary Public

My Commission Expires \_\_\_\_\_

## E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-Verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

*By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If a contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisionsherein.*

## E-VERIFY FORM

### Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-Verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subcompanies/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA)

) ss:

COUNTY OF MIAMI-DADE)

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein proposed, or compensation that may be received as a result of this Proposal, will be paid to any employee of the City of Opa-Locka or its elected officials, as a commission, kickback, reward, or gift, whether directly or indirectly, by me or any member of my firm, or by any officer of the corporation.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me this

\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Notary Public,  
State of Florida at Large  
My Commission Expires: \_\_\_\_\_

## **CLIENT REFERENCE FORM**

Provide a minimum of three (3) client references from recent similar transactions.

**1) Name of Client Entity:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

\_\_\_\_\_

**2) Name of Client Entity:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

\_\_\_\_\_

**3) Name of Client Entity:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

\_\_\_\_\_

